# Laboratory Specimen Collection . . . Change as of 10/4/2004



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## **Bar Code Label Interpretation**



- **Result Priority Status** indicates specimen priority (R=Routine, U=Priority/Urgent, or S=STAT)
- Order # correlates with Order # that prints on Collection List Display for early a.m. blood draws.
- **Test Name** indicates tests required for this tube or container. List of test names may not be complete as multiple tests can be performed on one tube. Due to space, all tests may not be listed on the label.
- Bar Code contains all pt demographics and ordered lab tests.
- Tube Type indicates tube needed for blood draw. If two tubes are required, two labels will print out. For peds, if appropriate, additional tests can be combined in 1 tube, as usual.

#### **Bar Code Label Placement**

- Place Bar Code label with patient's last name under edge of cap and directly over manufacturer's label.
- Apply smoothly and avoid slanting.





- CBC label must be above line at bottom of tube
- 65241324-99 Roos@1/01/00 F



BACTEC Bottles - Avoid covering

manufacturer's bar code label

Early A.M. Blood Specimen Collection Process

#### At ~ 0300:

- <u>Collection List Display</u> will automatically print on PCU's CRIS printer. Collection List Display details all daily early a.m. routine collection specimens. <u>Please do NOT write on this.</u>
- <u>Bar Bode Labels</u> will automatically print on Zebra printer.
  Phlebotomist will no longer bring bar code labels to 2W/BMT and 12E.
- <u>Unit Worksheet</u> is printed at the request of a nurse and used to communicate patients to be drawn by a phlebotomist or nurse. Additional specimens to be collected by phlebotomist are noted on Worksheet; phlebotomist will retain to later validate that all specimens collected as requested.

### By ~ 0500, the nurse:

- Indicates on the <u>Unit Worksheet</u> which collections are to be drawn by a phlebotomist or nurse.
- Provides the following items in 1 designated location for the phlebotomist's scheduled draws:
  - Collection List Display and Unit Worksheet
  - Bar Code Labels
  - All required Order Requisitions.
  - Special tubes needed for research specimens

Phlebotomist is dispatched to PCU after ~ 0500. Reviews <u>Unit Worksheet</u> and <u>Collection List Display</u>.

In accordance with existing policies and procedures, routine and research specimens are drawn by RN or Phlebotomist and transported to the lab.

•SED RATE - Outer sleeve is removed before applying label and label is wrapped around top of tube with ends adhering together.



# **Lab Order Requisitions & Bar Code Labels**

- When a "today" lab order is entered in CRIS, an Order Requisition and a Bar Code label will print immediately.
- Time-Sensitive collections: Order Requisition prints out at time of order entry; Bar Code label prints out ~ 8 hours before scheduled draw.
- Future Outpatient/Pre-Admit orders will print when released.
- PCU's should establish a filing system for Order Requisitions and Bar Code labels that will be needed for future collections.
- At the end of every shift, charge nurse should follow-up on outstanding Order Requisitions and Bar Code labels, discarding those that have been collected or discontinued.
- Bar Code labels print on the unit where the patient is assigned unless the prescriber has entered an alternate print location when the order was written.
- Bar Code labels do NOT reprint. To minimize loss of labels, care should be taken NOT to indiscriminately separate Bar Code labels as they print.
- Bar Code labels contain all information needed by the lab to perform MOST lab tests.
- Order Requisitions print on the unit where the patient is assigned.
- Order Requisitions are sent with a specimen in limited situations:
  - When a Bar Code label is unavailable and an admission label is used.
  - For all research specimens
  - When additional information must be sent to the Lab to process a test, e.g., serial collections, drug levels, time of collection; record required information on the Order Req.
- Collection time is recorded in the medical record as the time the specimen is received by the lab unless collection time is written on the Bar Code label.
- When multiple tests are ordered for a specimen tube or container, it may not be possible to see all ordered tests on a Bar Code label. If you're not sure you have all your Bar Code labels, please validate lab orders via CRIS on-line or the Order Requisition.
- List of codes and tubes are provided on the "Order of Draw" laminated chart and DLM website.
- Blood specimens arriving unlabeled will be discarded. If you don't see lab results when you expect them, please call the lab.
- If an unlabeled, one-of-a-kind specimen (e.g., CSF) is received, the lab will notify the nurse if it is possible to identify the PCU.
- Ordering Additional Tests Additional tests can be run on a specimen already in the lab. Call the lab to determine if there is sufficient quantity. After the lab confirms there is sufficient quantity, the prescriber enters an order for the additional test and selects the appropriate lab print location so the Bar Code label will print at the site where the specimen will be tested. This is a new step for prescribers!